<http://www.eepcindia.org/mda-scheme.asp>

**DOCUMENTATION FOR REIMBURSEMENT OF ASSISTANCE TO EXPORTERS:**

(i) Intimation application in **Annexure V** duly completed and signed shall be submitted by the exporter to the concerned EPC etc. giving clear 14 days advance notice. Intimation and the application must be sent electronically by email also.

(ii) **Concerned Organization (FIEO, EPC etc.) on receipt of intimation shall immediately issue acknowledge receipt**. Thereafter they will examine and issue approval letter to the exporter preferable within 5 working days of the receipt of the intimation, in the prescribed format **(Annexure-VI)**.

(iii) Claim along with the declaration duly completed **and the Certificate (as per Annexure VIII) duly signed by a Chartered Accountant** shall be submitted by the exporter to the concerned Organization (FIEO), EPC etc.) in the prescribed format **(Annexure-VII)** along with under mentioned papers immediately on return to India after completion of the activity but positively within 45 days of their return to India:

* Details of activity undertaken earlier with MDA assistance to the same country/countries.
* Legible photocopy of passport highlighting the entries about departure from and arrival into India and also the countries visited. In case, passport does not have arrival/departure dates regarding visits to various countries, some documentary evidence such as Hotel Bills, Boarding pass, lodging pass etc. be submitted.
* Original air ticket/jacket used during the journey. If Original air ticket/jacket is lost, a legible photocopy of the same along with a certificate from the concerned airline indicating following may be sent :

(a) Name of the traveler
(b) Ticket number
(c) Flight No.
(d) Date of departure from India
(e) Sectors/countries visited
(f) Class in which traveled
(g) Economy excursion class fare for sectors/countries visited.
* Self certified f.o.b. value export figures during the last three financial years, year wise.
* Brief report about the activity participated and achievements made.

(iv) **Claim forms duly filled in and complete in all respects must be submitted to the concerned EPC, FIEO etc., within 90 days of return to India. However, claims submitted within 30 days from the expiry of the 90 days period may be entertained by or wherein the deficiencies in the claim as intimated by the concerned EPC, FIEO etc., with 10% deduction. The claims which are submitted after 120 days of return to India shall not be entertained under any circumstances. Any deficiencies in the claim as intimated by the concerned EPC, FIEO etc., must be completed within 30 days of the date of directions given in this regard failing which the claim shall stand rejected without any further intimation or reminder in this regard by the concerned EPC, FIEO etc**.

**Downloads:**

[Annexure V- Application Form](http://www.eepcindia.org/mda2006-annex5.doc)
[Annexure VI- Sample Approval Letter](http://www.eepcindia.org/mda2006-annex6.doc)
[Annexure VII- Claim Form](http://www.eepcindia.org/mda2006-annex7.doc)
[Annexure VIII- Chartered Accountant Certificate](http://www.eepcindia.org/mda2006-annex8.doc)